

State of California
Business, Consumer Services and Housing Agency
California Department of Housing and Community Development
DUTY STATEMENT

Division: Housing Policy Development
Unit: (Fill in unit or work group)
Position Number: 401-306-9035-XXX
Classification: Housing and Community Development Specialist I
Working Title: HCD Specialist
Location: Sacramento Headquarters
Incumbent: Vacant
Effective Date:

Department Statement: You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

Job Summary: Under general direction, the Housing and Community Development Specialist I, is responsible for conducting research and providing technical expertise for housing and community development policies activities. Independently responsible conducting research, analysis and development of program and policy recommendations for consideration by executives. Research conducted includes issues that impact housing, such as homelessness, land use and planning, public health, disaster preparedness and recovery, climate change, transportation, housing for special needs populations, and government planning and financing programs based upon personal assignment. Serve as a conduit between the Division and a wide variety of external stakeholders.

% of Time	Essential Functions:
30%	Serve as Division's policy expert responsible for providing expertise, policy analysis, and compliance with state housing laws, rules and regulations. Effectively prepare and present written briefs, reports, talking points, technical documentation and presentations, for internal and external communications and events. Coordinate and assist executives and leaders in responding to technical aspects of the program and responding to stakeholder questions and inquiries.
30%	Implement policy initiatives to strengthen existing laws, rules and strategies for implementing new or revised policies and programs in support of policy and program priorities. Manage projects and provide oversight of teams including Department staff and consultants to implement projects, initiatives and programs. Maintain effective communication with executives and leaders regarding the progress of the projects, initiatives and programs.

20%	Interpret and analyze complex data from governmental agencies, internal departmental data, and other data sources, reports, surveys, and special projects to support policy and program development and evaluation. Design, develop and maintain research databases and files. Develop and analyze reports and infographics using a variety of databases and present findings. Assist management in measuring past and potential decisions, activities and outcomes.
15%	Independently develop presentations in support of Departmental activities and functions. Provide technical assistance and consultation to a broad range of constituencies and gather stakeholder input through workshops, surveys, and public comment. Represent the Department as a member of external committees, inter-agency efforts, advisory bodies and other groups addressing assigned area of expertise as authorized and directed by division management.
% of Time	Marginal Functions:
5%	Responsible for the completion of other projects, assignments, and Division administrative tasks as directed by management.

Special Requirements: (Define all that apply)

Travel: Up to 5% overnight travel throughout the state may be required.

Supervision Exercised: None

Conflict of Interest (COI): Form 700 reporting required

Background Check: None

Live Scan: None

Bilingual, specify language: None

License/Certification: None

Medical Clearance: None

Other, please specify: None

Physical Requirements: The position requires the ability to sit, stand, read, communicate and work on a computer for extended periods of time.

Working Conditions: The incumbent works in an office setting. Air conditioned, high-rise building with elevator access, cubicle or office with natural and artificial lighting.

Administrative Responsibility: The incumbent advises Executive leadership on both specific and general policy issues affecting Departmental programs and will support the Department's capacity to obtain funds to manage programs in support of the Department's mission and policies.

Personal Contacts: The incumbent regularly confers with federal, state and local government agencies private non-profit sponsors, lenders, and outside interest groups.

Consequence of Error: This position has responsibility to help ensure that the principles and practices of the Division are carried out and implemented in accordance with the Department's mission, policies and procedures, as well as federal, state and local laws. Lack of knowledge, inaccurate work, misunderstanding, poor judgement, or inadequate analyses could result in misleading information being provided to the Department, state and local agencies or create misleading perceptions.

Equal Employment Opportunity: All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Employee Name: _____ Date: _____

Employee Signature: _____

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.